

Annex A - Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be the subject of a formal amendment to this Contract.

1. The contact details of Contracting Authority Data Protection Officer are David Hyett dataprotection@ukri.org
2. The contact details of the Suppliers Data Protection Officer are: [TBC]
3. The Supplier shall comply with any further written instructions with respect to processing by Contracting Authority. Any such further instructions shall be incorporated into this Schedule

<u>Description</u>	<u>Details</u>
Subject matter of the processing	The supplier is expected to contact individuals who have been awarded research grants by UKRI (and previously by ESRC). This processing is needed in order to enable the supplier to deliver the contracted evaluation.
Duration of the processing	Processing will be completed during the contract period May – September 2021.
Nature and purposes of the processing	UKRI will share contact details of individuals who have been awarded UKRI/ESRC grant funding with the supplier so that the supplier can deliver the contracted evaluation report. The supplier will contact individuals who have been awarded research grants by UKRI/ESRC in order to arrange and conduct interviews and/or other fieldwork.
Type of Personal Data	As well as personal opinions, information relating to grant funding including name, contact details (work email, address, telephone number), employer (i.e. Research Organisation), role (i.e. Principal or Co-investigator) and title (e.g. Prof., Dr.).
Categories of Data Subject	UKRI/ESRC Grant Holders and others named on the Grant Application
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	The data will be held by the supplier until the end of the contract. At that point the supplier will be asked to confirm that they have destroyed all personal data gathered in the pursuance of the contract.